



APR 21 2015

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

*See instructions before completing this form. Must be submitted with PART 2*

## Section A: Local Government Unit

City of Hamilton, Ohio

Department of Underground Utilities

(local government entity)

(unit)

  
(signature of responsible official)Joy Rodenburgh  
(name)Senior Civil Engineer  
(title)4/16/15  
(date)

## Section B: Records Commission

City of Hamilton

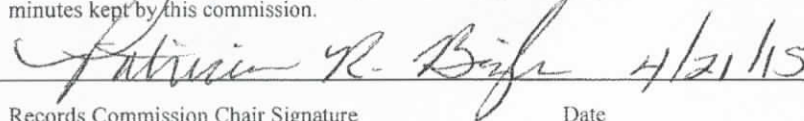
Records Commission

(513) 785-7168

(telephone number)

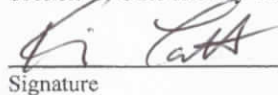
345 High Street, Suite 730 Hamilton  
(address) (city)45011  
(zip code)Butler  
(county)To have this form returned to the Records Commission electronically, include an email address: [biglerp@ci.hamilton.oh.us](mailto:biglerp@ci.hamilton.oh.us)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

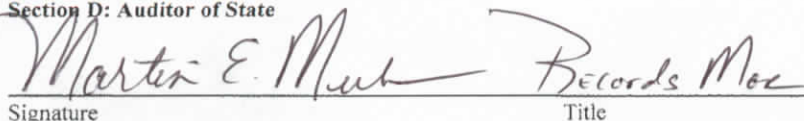
  
Records Commission Chair Signature

Date

## Section C: Ohio History Connection - State Archives

  
SignatureGovernment Records Archivist  
Title4/22/2015  
Date

## Section D: Auditor of State

  
Signature

Title

5-14-15  
Date

**Please Note:** The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

**Section E: RECORDS RETENTION SCHEDULE (RC-2)***See instructions before completing this form.*City of HamiltonDepartment of Underground Utilities

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
UU15-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper, until converted to electronic		<input type="checkbox"/>
UU15-002	Transient Letters/Memos, including notes, post-it notes, text messages, phone messages and other messages which serve to convey information of temporary importance.	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UU15-003	Purchase orders, requests for checks, invoices, vouchers, cash reports	6 years	Paper or electronic		<input type="checkbox"/>
UU15-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UU15-005	Seminar Materials	Retain until no longer administratively necessary	Paper		<input type="checkbox"/>
UU15-006	Travel Requests	6 years	Paper		<input type="checkbox"/>
UU15-007	Copies of Agendas (Public Utilities Commission, City Council, Utility Appeals Board, Civil Service Commission, Planning Commission, Traffic Commission)	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UU15-008	City Manager Reports	5 years	Paper		<input type="checkbox"/>
UU15-009	Drafts of Memo and Letters	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
UU15-010	Administrative Directives	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Department of Underground Utilities

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
UU15-011	Telephone Bills (cell phone and land line)	2 years provided audited	Paper	Audited means the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
UU15-012	Purchasing Card Reconciliation (Original with Finance Department)	1 year	Paper		<input type="checkbox"/>
UU15-013	Copies of Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper		<input type="checkbox"/>
UU15-014	Voice Mail Messages	Retain until no longer administra- tively necessary	Electronic		<input type="checkbox"/>
UU15-015	Phone Directories	Retain until no longer administra- tively necessary	Paper		<input type="checkbox"/>
UU15-016	Copies of Contracts for Construction, Equipment, or Services	25 years after expiration	Paper or Electronic		<input type="checkbox"/>
UU15-017	Hydrant flushing listing	2 years	Paper or Electronic		<input type="checkbox"/>
UU15-018	Shut off orders	3 years	Paper or Electronic		<input type="checkbox"/>
UU15-019	Meter testing records	3 years	Paper or Electronic		<input type="checkbox"/>
UU15-020	Street cuts, patches, top soil, seed, concrete cuts reports	3 years	Paper or Electronic		<input type="checkbox"/>
UU15-021	Gas System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
UU15-022	Water System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
UU15-023	Wastewater/Water Reclamation System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
UU15-024	Water Environmental Testing Reports/Filings – OEPA	10 years	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Department of Underground Utilities

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
UU15-025	PUCO Gas Reports/Filings	10 years	Paper or Electronic		<input type="checkbox"/>
UU15-026	Wastewater Environmental Testing Reports/Filings – OEPA	10 years	Paper or Electronic		<input type="checkbox"/>
UU15-027	Gas System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-028	Water System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-029	Wastewater/Water Reclamation System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-030	Gas Distribution System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UU15-031	Water Distribution System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UU15-032	Wastewater/Water Reclamation Collection System Reports	10 years	Paper or Electronic		<input type="checkbox"/>
UU15-033	Gas Distribution System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-034	Water Distribution System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-035	Wastewater/Water Reclamation Collection System Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-036	Water Production Facilities/Treatment Plant Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>
UU15-037	Wastewater/Water Reclamation Treatment Plant Drawings	Life of Equipment	Paper or Electronic		<input type="checkbox"/>